

TOWN OF LAUDERDALE-BY-THE-SEA

NEIGHBORHOOD IMPROVEMENT GRANT PROGRAM



The goal of the Neighborhood Improvement Grant Program:

***Enhance the quality of life in our neighborhoods
and improve their appearance.***

Types of eligible improvements include such items as:

1. Signs
2. Pillars
3. lighting
4. enhanced landscaping
5. road surface treatments
6. street furniture
7. public art
8. shade structure at bus stops
9. non-secular holiday lighting displays

Improvements such as cameras, gates, and guardhouses or other security-related improvements will be considered by the Town Commission on a case-by-case basis.

The Commission identified neighborhoods for the purpose of this program as follows:

- ✓ Bel-Air
- ✓ Lauderdale Surf & Yacht Estates (Codrington Drive, Imperial Lane, and Thomas Way)
- ✓ North Silver Shores (Commercial Boulevard to Pine Avenue, including North Seagrape Drive)
- ✓ North Bougainvilla Drive and North Poinciana Street
- ✓ South Seagrape (South Seagrape Drive, Garden Court, Lake Court, Marine Court, Shore Court)
- ✓ South Silver Shores (Tradewinds Drive south of Commercial Boulevard, Miramar Avenue, Capri Avenue)
- ✓ South Bougainvilla Drive and South Poinciana Street
- ✓ Terra Mar
- ✓ Tropic Drive, Hibiscus Avenue and Allenwood Drive

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The Application Process

Applications per neighborhood or neighborhood association are to be submitted to the Town between October 1 and January 31st of any given fiscal year in order to allow time for the Town to verify the costs and identify any potential issues that would complicate the project or increase its cost. Projects will then be ranked and submitted to the Town Commission for funding consideration.

The Town will fund a maximum of \$30,000 for an approved project. Any hard costs (including design and permitting costs) the Town incurs for the project will be charged to the \$30,000 allocation. Town staff time shall not be charged to the project. The neighborhood is responsible for any cost over \$30,000.

Phasing of a single project over multiple years in order to receive multiple grants will not be approved. Smaller stand-alone projects that are envisioned as part of a larger project may be submitted, but funding for one project does not provide any guarantee that the remaining improvements will be funded in future years.

Maintenance Expense – Insurance Requirements

The neighborhood may be responsible for the maintenance expense of certain improvements that the Town does not normally maintain, such as security-related improvements. Liability insurance may also be required for security-related improvements such as gates. If maintenance or insurance is a requirement, the association will be required to execute an agreement prior to construction of the project. Failure on the part of the association to maintain the improvement(s) may result in their removal by the Town.

Building the Project

GENERAL RULES AND GUIDELINES

1. Only those goods and services that have been approved by the Town will be paid for with Town funds.
2. Projects must be able to be completed within one year.
3. Projects must comply with all Town codes and requirements.
4. For projects greater than \$30,000, prior to the project being designed, the association must have their funds on deposit and provide written confirmation to the Town that those funds will be available for project expenses.



NEIGHBORHOOD IMPROVEMENTS GRANT PROGRAM

APPLICATION

Part A: Applicant

1. Neighborhood: _____
2. Number of households in your neighborhood? ____
3. Do you have a legally-constituted homeowners, civic or neighborhood association?
Yes ____ No ____
4. If yes, Name of homeowners, civic, or neighborhood association:

Number of households that are members in the neighborhood association: _____

Date of State of Florida incorporation: _____

5. Attach a copy of the Association's By-Laws.

6. Project contact person:

Name: _____

Address: _____

Telephone Number: (Day) _____ (Evening) _____

Email: _____

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Part B: Project Information

1. Title of the Project: _____
2. Project location (attach map).
3. Photographs of the proposed project area (attach).
4. Explain the purpose of the proposed project. Make sure you address the following questions:
What problem(s) will the project solve? What benefit will the neighborhood realize from this project?
5. Project specifics: Describe the project in detail. Give specific design information, including any renderings, plans or sketches. For the purposes of the application, renderings or sketches of proposed signs do not need to be professionally drawn or prepared.
6. To the extent the information is available, include quantities and types of materials. The more information you can provide will enable a full understanding of the project and allow the Town to develop more accurate cost estimates.

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Part C: Project Budget

Budget	Amount	Comments
Sources of Funding		
Town Funding (1)		
Association Cash		
Donated materials (2)		
Donated Professional Services		
Funding Total		
Expenses		
1.		
2.		
3.		
4.		
Expense Total		

(1) Town funding up to \$30,000

(2) Other sources may include donated materials or services such as landscaping, engineering, or surveying

Describe the sources of project funding. Include both Town funds and required matching funds to be supplied by the homeowners, civic or neighborhood association:

Part D: Project Maintenance

Depending on the type of improvement, the neighborhood may be responsible for the ongoing maintenance expense of an entryway project, which may include liability insurance. If maintenance is required, the Association will be required to execute a maintenance agreement prior to construction of the project. Failure on the part of the Association to maintain the improvement may result in its removal by the Town.

Describe the level of maintenance for the project that the Association will commit to provide.

Part E: Project Support

1. If an association is submitting this request
 - a. Submit association minutes, no older than one year, detailing project approval by the general membership.

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- b. Provide letters of support from the current association directors and/or board members at the time of application.
2. If there is no association, or this is not a request from the association, please submit a petition in support of the project that contains the names, addresses and signatures of homeowners in the neighborhood.
3. Provide letters of intent from all people, organizations or companies who have pledged financial support or in-kind services to the project.
4. Include a letter of support/agreement or no objection from the property owner who directly abuts the right of way/swale where the proposed improvements are to be located. (If that homeowner objects to the project, please indicate that here.)

Ranking Criteria:

Projects will be ranked by staff utilizing the following criteria:

1. Neighborhoods that have not previously received funding will be given preference.
2. How the project furthers Town and neighborhood goals and/or complements other public improvements.
3. Immediate and long-term effects of the project on the neighborhood.
4. Neighborhood funding commitment for costs in excess of \$30,000.
5. Does the neighborhood have a realistic plan for maintaining the project upon completion?
6. Can the project be designed and constructed within one year?
7. Amount of staff time that will need to be devoted to project implementation. (Some projects will be more complex than others.)

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